

**CITY OF MISHAWAKA, BOARD OF PARKS & RECREATION
MINUTES OF THE MEETING
(AS AMENDED 11/26/12)**

DATE: November 13, 2012

TIME: 4:30 p.m.

PLACE: Battell Center Community Room

PRESENT: Reg Wagle, Carolyn Teeter, John Coppens, Ellen West, Bob Shriner, & Michael Bergin

ALSO PRESENT: Terry Zeller, Michelle Wotring, and Robert C. Beutter, Esq.

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Board President, Reg Wagle, called the regularly scheduled meeting to order at 4:30 p.m. The Pledge of Allegiance was recited. Mr. Wagle then called for the approval of the minutes from the October 22, 2012, regularly scheduled meeting. Mr. Coppens moved to approve the minutes as presented and Mrs. Teeter seconded his motion. The motion carried unanimously.

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OLD BUSINESS:

No old business was discussed.

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NEW BUSINESS:

Mr. Zeller discussed the first item on the agenda, a mobile office structure to declare as surplus. The office had been the Pool/Rink Director's office for many years and had become past the point of repair and was no longer a safe working environment. With the declared value of \$0, Mrs. Teeter moved to approve the item as surplus. Mr. Shriner seconded the motion. The motion carried unanimously.

Mr. VanNevel and Mr. Tom Johnson, coach for the Goshen Swim Team, discussed having an outdoor swim meet/invitational at Merrifield Pool in 2013. Mr. VanNevel believes that the event will be positively received by the community and have increased pool revenues because of it. He requested the Board's support and approval for the event, as well as a \$40 increase in the rental fee for hosting this type of an event - from the normal \$60/hr to \$100. The Board thought hosting the event was a very good opportunity. Mr. Shriner moved to approve the event and the \$100/hour fee rate. Mrs. Teeter seconded the motion. The motion carried unanimously.

Mr. Zeller presented the Park Naming Policy to the Board. As part of a work in progress compilation of an internal policy manual, this policy sets the parameters and requirements for naming Park Department "amenities". Mr. Bergin moved to approve the policy as presented and Mrs. Teeter seconded it. The motion carried unanimously. Mr. Wagle requested that the Recreation Committee develop a similar naming policy for activities and events.

Mr. Zeller discussed the Let's Move Mishawaka Instructor Contract that provides terms and conditions by which instructors teaching Let's Move classes are bound. Mrs. West moved to approve the contract as presented and Mrs. Teeter seconded it. The motion carried unanimously.

Mr. Zeller requested the acceptance of the monthly Battell Center donations for October which totaled \$1,304.26. Mr. Shriner moved to approve the donations as presented and Mr. Coppens seconded it. The motion carried unanimously.

Mrs. Wotring requested approval for payment of claims for the Parks & Recreation Department as listed below:

<u>Docket Number</u>	<u>Amount</u>
2012-00000423	\$106,545.13
2012-0000426	\$360.69

Mr. Shriner moved to approve the claims as presented on the above docket and Mrs. Teeter seconded the motion. The motion carried unanimously.

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SUPERINTENDENT'S REPORT:

Mr. Zeller provided the Board with his October update. Regarding 2013, he indicated that some of the typical problematic account lines had been increased for 2013, that 2013 would also see an assistant to the Aquatics Director, and that a restructure of the organizational chart for 2013 would see the recreation division back. Mr. Zeller also commented that the Como production had gone fairly smoothly, and then gave minor updates on the departmental divisions for recreation/special events, aquatics, and golf.

Mr. Wagle then called for additional questions and/or comments from any others present at the Board meeting. As there were no further questions or comments to be made, Mrs. Teeter moved to adjourn the meeting and Mr. Coppens seconded the motion. The motion carried unanimously.

Meeting was adjourned at 4:59 p.m.

Submitted for Approval to the Board

Michelle L. Wotring,
Office Manager, Parks & Recreation

Approved: _____
Carolyn Teeter, Board Secretary